

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA – BARSTOW
HEALTH RECORD TECHNICIAN II (SPECIALIST)

DEPARTMENTAL PROMOTIONAL EXAM: Applicants must have a permanent civil service appointment with the Department of Veterans Affairs as of the final filing date.

SPOT EXAM FOR: BARSTOW

FINAL FILING DATE: JULY 23, 2007

HOW TO APPLY: Applications (Form 678) must be postmarked no later than the final filing date. Applications personally delivered, received via interoffice mail or fax must be received before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Human Resources Division
1227 “O” Street, Room 402
Sacramento, CA 95814
ATTENTION: Jason Drenik

Submit applications only to address indicated above. **Do not submit to the State Personnel Board.**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

SALARY RANGE \$2854.00 - \$3470.00

EXAMINATION DATE: No written test is required. It is anticipated that interviews will be held during August 2007

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements by the final filing date.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title.
Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Education Requirements: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **AND**

Either I

Two years of experience in the California state service performing the duties of a Health Record Technician I

Or II

Four years of increasingly responsible medical or health records experience, performing a variety of tasks including at least two years of coding, indexing, and abstracting health data. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

THE POSITION: Health Record Technician II (Specialist) is the journeyperson level in this series. Persons in these positions abstract diagnostic and treatment information from hospital medical records; convert data collected into a form for statistical use; and perform other related duties.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATION APPRAISAL – Weighted 100.00%

If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor's:

Health Record Technician II (Specialist)

A. Knowledge of:

1. Basic medical terminology, human terminology, and human anatomy in order to accurately review medical records for completeness
2. Health record systems and methodology used by health facilities in order to convert medical data from medical records, reports, treatments, etc. for statistical reporting
3. Classification of morbidity and mortality information for statistical purposes
4. Laws concerning health record confidentiality in order to protect and maintain integrity of the medical record
5. English grammar in order to prepare various written documents
6. Arithmetic and statistics in order to ensure accurate medical record data

B. Ability to:

1. Understand and conform to specific basic principles and rules of health data abstracting and coding in order to maintain accurate and complete statistical information
2. Compile information or data in order to maintain accurate and complete medical records
3. Interpret and apply standard classification systems in order to maintain accurate statistical data
4. Communicate effectively and tactfully with other staff and the general public in order to exchange and/or provide information
5. Benefit from academic in-service training and job experience

ELIGIBLE LIST INFORMATION: The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home of California, Barstow.

Veterans Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and windows of veterans: 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.